

Checklist for Student Transfers

Sending School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records
- Birth Certificate
- Social Security Number
- Activities Record such as co/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for **senior students**)
- If available, Writing Samples
- If available, At-Risk or Action Plans for classroom modifications
- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours

Receiving School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system) Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records Birth Certificate
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- Activities Record such as co/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for **senior students**)
- If available, Writing Samples
- If available, At-Risk or Action Plans for classroom modifications
- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours
- Proof of Residency/Military Orders